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9 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 14  
5 - 9 April 1971

1. Mr. Edward Proctor, ADDI, will address the Harvard Advanced Management Program on 15 April in conjunction with his talk to the "76 Club" on 16 April.

2. AIR supplied information on schools with good programs in computer science in reply to a request from NE.

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3. With two employees already chosen by TSB and enrolled overtly for the Pennsylvania State Executive Management program (27 June), [REDACTED] has requested enrollment through a [REDACTED] [REDACTED] for [REDACTED] Operations Officer, GS-13. The DDP and C/CCS have approved.

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4. Mr. [REDACTED] OGC, was debriefed in AIR on 7 April in connection with his recent attendance at Carnegie-Mellon University's Program for Executives (31 January - 2 April 1971). [REDACTED] was the only Agency representative in this course and, in fact, he was the pilot nominee from CIA in the Carnegie Program which is one of the executive development programs added to the TSB list this year. He is highly enthusiastic about the Program and feels CIA should continue to participate. Nominees should be selected from those components having direct dealings with the business world or working with the application of business principles within Government, e.g., OGC, OPB, etc. The course is entirely business-oriented and Mr. [REDACTED] feels it will be of immediate benefit to him in his work with Agency proprietaries.

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5. The last Nuclear Weapons Orientation Advanced Course at DASA's Sandia Base for this fiscal year is scheduled for 19 - 23 April. We originally had six spaces for this running; however, we requested and received an additional space for a TSD man, [REDACTED]. He is under [REDACTED], and we have requested an [REDACTED] listing on all rosters.

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6. We were given one space in the 19 - 31 April DODCI Intermediate Executive Course. Contacts are being made to secure a candidate. We still have no GS-16 nominee for our one space in the DODCI Senior Executive Course.

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7. [REDACTED] OF, will represent the Agency in the six week Executive Program in Business Administration, Columbia University which begins 18 April. Tuition is \$3,000 including room and board.

8. The microfilming of our course folders started last week and four reels have been completed. The first reel has been returned from Printing Services Division. We reviewed it and found it satisfactory.

9. An OP employee began training at the Stenotype Institute of Washington in September 1970. The school was taken over by the ITT Business Institute during the second semester and the program disintegrated due to poor instruction and bad facilities. The CIA student has transferred along with five others of a class of nine to Strayer Business College. ITT will refund the tuition.

10. Mr. Charles Briggs, Deputy Director, PPB, has been enrolled in the Grid Organization Development Seminar, being conducted from 9 - 14 May by Scientific Methods, Inc., in Williamsburg. Tuition is \$400.00.

11. On Wednesday, 7 April, in Glebe Building, Albert [REDACTED] of the [REDACTED] presented a portion of a packaged writing course which he is developing.

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[REDACTED] (NPIC Training Officer), [REDACTED] (OSI), and [REDACTED] (IG, working in OSI) were present. The packaged course is based on the content of the Technical Writing Workshops which [REDACTED] has presented for NPIC, IAS, and OSI. The packaged course consists of slides, audio tapes, and a student workbook. There are six lessons, each 30 minutes long, for

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the slide-tape portion. Assignments in the workbook and class discussion led by an instructor follow. Some of the advantages of the packaged course are:

a. There is assurance that all students are taught the same material, and the validity of the instruction has already been proven in the courses given by Mr. [REDACTED] for NPIC, IAS, and OSI.

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b. It breaks up the monotony of lecture by having the instruction presented with slides and tape. This is followed by a workbook session and a discussion with the assistance of an instructor.

c. It can also be used as a refresher and given individually using a study carrel. (NPIC has already asked whether a refresher course could be given in which the students could listen to tapes.)

25X1A5a1 The initial cost for the packaged course would be \$15,000. We presently pay [REDACTED] approximately \$100 a student to conduct the courses in person. The only additional cost would be for the purchase of a workbook for each student.

25X1A5a1 [REDACTED] asked what the next step was now that he has made his presentation. Chief, ITB informed [REDACTED] that he would get in touch with him.

25X1A 12. On Thursday, 8 April, Chief, Instructor Training Branch began a Briefing Techniques Workshop for TSD. This is the first time that such a Workshop has been offered by Chief, ITB and it is being done at the request of TSD for those employees who do not need a full Instructor Training Workshop but do require some instruction and practice in presenting briefings. The Workshop will meet for six sessions, on-half day each. In this running six students are attending the morning session and six the afternoon session.

25X1A9a 13. On Wednesday, 7 April, OTR's steering group for the 25X1A9a OTR [REDACTED] exercise met with [REDACTED] of O/PPB. The steering group is now working on the development of the questionnaire for the exercise and after the group comes up with a suggested questionnaire, they will meet again with [REDACTED] for further guidance and assistance in preparing the final questionnaire. Those on this steering group are [REDACTED] and [REDACTED] AAB/ISS, will be the typist for the project.

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14. On Monday, 5 April, [REDACTED] met to begin developing Program Assisted Instruction for the CS Records I course. [REDACTED] will develop one portion of the first unit and Nancy will work on another portion, based on a chapter in the CS Records Handbook. They plan to meet again on 26 April.

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15. [REDACTED] attended the annual convention of the National Society for Programmed Instruction held in Rochester, New York, 31 March - 3 April. The theme of the convention this year was "Learning - Keyed to the Learner." Attendance was small -- approximately 360 persons -- but the presentations were generally better than they have been in the past. One of the sessions Nancy attended was on developmental testing which she feels will be useful to her in the work on the program for CS Records I. A highlight of the convention was a visit to the new Marketing Education Center which Kodak has built near Rochester. It consists of three interconnected buildings, one for administrative offices, one for classrooms, and one for laboratory-type training. The morning was spent touring the buildings with an explanation of the types of training given for Kodak's customers and salesmen. In the afternoon the director of training for the Marketing Education Center presented an example of Kodak's use of the systems approach to training to develop courses for its customers. J.H. Harless Company, Educational Technologists, of Falls Church, Virginia, has worked with Kodak to do this. The approach is similar to that used by Chief, ITB in the development of the cryptographic limited maintenance course for [REDACTED]. Nancy met the Chief, Instructor Training, Fort Benjamin Harrison, Indiana. His course and ours appear to be alike in many ways. He offered to send us a copy of a film he has made to see if it can be of use in our Instructor Training Workshop. She also met [REDACTED] a former CT who resigned from the Office of Logistics, who is now working in the field of instructional systems at Brigham Young University. His background is in audiovisual methods and teaching and he agreed to send us some references to be used for making films.

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16. Nancy was recently re-elected corresponding secretary of the National Capital Chapter, NSPI.

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17. [REDACTED] of the Technical Security Branch of the Office of Security contacted [REDACTED] to discuss a remake of the film on [REDACTED]. Marlin will meet with him next week.

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